



CITY OF FALLS CHURCH

RECRUITMENT ANNOUNCEMENT

SR. ADMINISTRATIVE ASSISTANT

A challenging position is available in the City of Falls Church Court Services Division for a Senior Administrative Assistant to provide support to the adolescent girls' group home (Aurora House) professional staff in budget, payroll, processing accounts payable, submitting purchase orders and requisitions; monitoring inventories and reordering all facility supplies.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Complete and enter bi-monthly payroll into the MUNIS system
- Prepare detailed fiscal year proposed budget
- Monitor budget accounts balance listings
- Reconcile revenue and expenditures for facility and program services
- Process mandated background checks for new hires and volunteers
- Ability to coordinate maintenance of facility and compliance with mandatory inspections (Fire, Health Dept.)
- Create and assemble personnel files in accordance with City and Department of Juvenile Justice (DJJ) standards
- Update and maintain staff personnel training records
- Volunteer coordinator – recruits and interviews new volunteers
- Complete Medicaid application process for residents
- Compile, interpret, and prepare statistical data for monthly reporting
- Maintain program database
- Create forms and correspondence applicable to facility program services and client needs
- Perform special assignments and other related office tasks as required

REQUIREMENTS/EDUCATION/EXPERIENCE:

- Associates degree required; bachelor's degree preferred;
- Excellent writing, good typing, MUNIS, MS Word, Excel, Access and Outlook experience;
- Preferred: Ability to work effectively in an environment service troubled adolescents;
- Preferred: Bilingual in Spanish.

HOURS: 8 a.m. – 4:30 p.m., Monday through Friday

SALARY: \$36,711 +, Depending on Qualifications. Great benefits including pension, life insurance, deferred compensation, flexible benefits, college savings plan, medical & dental insurance, credit union, free parking, & more!

SEND RESUME TO: City of Falls Church Human Resources Division, 300 Park Ave., Falls Church, VA 22046 or hr@fallschurchva.gov.

REASONABLE ACCOMMODATION: During the selection process, applicants with disabilities may request reasonable accommodation. Reasonable accommodation will be granted if mutually agreeable between the Human Resources Division & hiring authority. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate in employment or the provision of services on the basis of race, color, national origin, gender, religion, age or disability.

All City facilities are smoke free

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Harry E. Wells Building • 300 Park Avenue • Falls Church, Virginia 22046 • 703-248-5001

www.fallschurchva.gov